

**DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING**

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

Opening Date: June 9, 2021

Closing Date: Until Filled

**CASUAL/SEASONAL POSITION-Legal Administrative Assistant
Criminal Division, Kent County**

This Administrative Assistant is needed to provide clerical/administrative support to Deputy Attorneys General prosecuting crimes in the Criminal Division, in Kent County. In addition to general administrative support, duties are to include, but are not limited to, setting up files, running criminal record checks, typing various information; requesting reports, answering discovery, managing calendars, filing documents and preparing subpoena lists. This position will be required to cover the front receptionist desk at Kent County offices as part of the rotation schedule for back up coverage in the event of an absence.

Job Requirements:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree or higher.
2. Knowledge of legal terminology.

OR

1. One year of experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. One year of experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
3. One year of experience in using standard computer software programs for word processing, spreadsheets or databases.
4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of legal terminology.

Minimum Qualifications:

Must be detail-oriented, well organized and possess strong computer skills and be proficient in Microsoft Word. Must possess excellent spelling, grammar and proofreading skills. Must be able to handle multiple tasks in a fast-paced work environment with the ability to pay attention to detail. Must possess excellent spelling, grammar and proofreading skills; excellent written and verbal communication skills. Must be able to interact professionally with members of the public, including victims, defendants and defense attorneys. Must be able to answer telephones and take accurate messages. Knowledge of DELJIS, LEISS and Enforcer is desired, but is not required.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.